

## CHRIS Workflow Approver User ID Request

New User ☒Modify User ☐

Disable Account

Date Action Required:

### User Information

Full Name (Last, First MI):

E-mail:

Organization:

Office Phone:

Fax:

☐ DOE Employee
 ☒ Contractor
 ☐ Detailee from:

Sponsor (if Contractor or Detailee):

Are you a US Citizen? ☐ Yes ☒ No

If no, country of citizenship:

### User Agreement/Authorization

I agree that I will use CHRIS for official Government business only. I understand that any other use of CHRIS is prohibited by law (Section 641, Title 18 U.S.C.) and could result in suspension or dismissal. I will protect my password, keep it secret, and allow no other person to access it. I will immediately notify my HR/Training point of contact of any change in my organization or employment status, so appropriate action may be taken regarding my CHRIS User ID. I will not attempt to use my CHRIS User ID to access CHRIS subsequent to the termination of my employment at the U.S. Department of Energy or as an U.S. Department of Energy supporting contractor/detailee. I understand the limitations and restrictions imposed on the use of my CHRIS User ID by Classification, Sensitivity, and the Privacy Act of 1974.

Signature of User

Date

### HR/TRAINING OFFICE USE ONLY -- to be completed by applicable Point of Contact (POC)

I hereby certify the user requesting CHRIS access is a U.S. Department of Energy employee or an authorized contractor employee working under a current U.S. Department of Energy contract requiring CHRIS access. In the case of contractor employees, I have assured that this contractor is aware of responsibilities associated with reviewing references and backgrounds of employees to a depth commensurate with the involvement and sensitivity of data to be handled and the risk/magnitude of loss or harm.

Employee's EMPLID (Use sponsor's EMPLID, if employee is a contractor or detailee from another agency):  
 \_\_\_\_\_ (CHRIS EMPLID)

☐ **Human Resources (check all that apply):**
\_\_\_\_\_  
HR Workflow POC Certification/Date
☐ Step 1☐ Step 6☐ Step 2☐ Step 7☐ Step 3☐ Step 8☐ Step 4☐ Step 9☐ Step 5☐ HR Processor
☐ **Training (check all that apply):**
\_\_\_\_\_  
Training Workflow POC Certification/Date
☐ 1st Approver☐ Budget☐ 2nd Approver☐ Training Processor (includes level 4 training access)☐ 3rd Approver

### CHRIS USE ONLY

Account sent to user: \_\_\_\_\_

Security admin initials: \_\_\_\_\_

## Instructions for Establishing or Changing User Accounts

NOTE: These instructions apply whether you are completing a Workflow Request Form or a CHRIS User ID Request form. You should provide the applicable information.

1. Users desiring to establish or change a user account must complete the request form(s) with the following information:
  - Type of Action Required (New Account, Modify Account, Disable Account)
  - Date Action Required
  - Full Name (Last, First MI)
  - User's Organization
  - User's E-mail Address
  - User's Office Telephone Number
  - User's Fax Number
  - Is the User a DOE employee, contractor or detailee from another agency? [NOTE: If contractor or detailee from another agency, provide the name of the DOE sponsor.]
  - Is the User a US Citizen? If not, provide country of citizenship.
2. The user must print and sign the completed request form and submit the request to their Human Resources (HR), Training (TR), or Workflow Point of Contact (POC).
3. The user's HR/TR/Workflow POC should review the form for accuracy, and complete the following information:
  - User's EMPLID
  - Sponsor's EMPLID
  - Organization Name(s) or Code(s) for which access is requested
  - CHRIS Modules for which access is needed (HR, Training Admin, Benefits, Manage Comp) **if applicable**
  - CHRIS Workflow Role(s) for HR and/or Training **(if applicable)**
4. The appropriate Point of Contact must sign and mail or fax the form to Greg Waggett. Fax (304) 285-4282.
5. If required, special authorization from the responsible CHRIS Team Leader or Project Manager will be obtained for certain functions, databases, and/or security levels.
6. The CHRIS Security Officer sends a notice (via e-mail or fax) advising the User and CHRIS Project staff once the USERID and password are assigned. The User is also added to the CHRIS e-mail user group list.
7. The CHRIS Security Officer will provide the new USERID and password via e-mail. Information on how to change the password will be provided at that time.